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ABSTRACT

Intended to update the 1954 benchmark study, "Adult Education Activities in Public Libraries" by Helen Lyman, this 152-page bibliography of adult services literature lists journal articles, books, dissertations, and government documents alphabetically by author, or, if no author is given, by title. The subject index provided is organized alphabetically by author (or title) in each subject category. Among the 88 topics addressed by the citations are access to public libraries, adult education, aging, circulation, citizen information, consumer information, disadvantaged, experiential learning, finance, group services, handicapped, homebound, immigrants, information and referral services, the Library Services and Construction Act, lifelong learning, literacy, minorities, output measures, outreach, parent education, prisoners, programming, public library role, public relations, reference services, standards, state libraries, statistics, and war on poverty. Introductory materials include a list of the members of the Louisiana State University School of Library and Information Science Research Center Annex Consulting Group; a list of the officers of the Reference and Adult Services Division of the American Library Association and the Services to Adults Committee chairs and members during the "Adult Services in the Eighties Project" (ASE); background information on the bibliography; and lists of landmarks and publications of the project. A paper, "ASE Procedures: Bibliography and Review Literature" by Henry D. Nuttall, is appended. (GL)

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Adult Services: A Bibliography and Index

A Component of the Adult Services in the Eighties Project

by

Kathleen M. Heim and Harry D. Nuttall

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Submitted to the

Reference and Adult Services Division

Services to Adults Committee

May 1, 1990

The Louisiana State University
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School of Library and Information Science
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Baton Rouge, Louisiana

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"Adult Services in the Eighties" Project Coordinators following the first Coordinator, Harry D. Nuttall, are listed as members of the Louisiana State University, School of Library and Information Science, Research Center Annex Consulting Group. These Coordinators, David M. Hovde, Donna W. Howell, Charlotte Curtis, Gary O. Rolstad, Janice M. Simpson, and Connie Van Fleet, were assisted by other Annex Associates who are also listed--by tasks performed--with the Consulting Group Statement.

Mrs. Joyce Meadows, Production Supervisor for this bibliography, deserves special praise for her competent and persevering attitude during production. Her skill on the word processor coupled with her intellectual understanding of included materials facilitated the final product.

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The Louisiana State University
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For a complete list of the entire ASE Project Consulting Group see *Adult Services in the Eighties: Final Report*, ERIC Document Reproduction Service, 1990.

Officers
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and

Services to Adults Committee Chairs and Members During the "Adult Services in the Eighties Project."

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Andrew M. Hansen

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Jane Cumming Selvar	

Background
# of the
Bibliography

BACKGROUND OF THE BIBLIOGRAPHY

The Diversity of Adult Services

"Adult Services" is a term used to describe all aspects of library work with adults. The diversity of adult services defies simple codification and renewed current emphasis in public libraries on the planning process as a means of defining level, form and style of services in a given community complicates any attempt to codify or provide a whole view of adult services.

It is precisely because of the current emphasis on the uniqueness of any given set of services within a specific library, that the "Adult Services in the Eighties" (ASE) Project was undertaken. Diversity is a strength of adult services, but the lack of information on that diversity or areas of current and unique concentration often confound the profession when asked to describe the scope of adult services for planning.

Trying to understand adult services as a single concept is bewildering. Typical articles in professional journals focus on a single service such as the visually impaired elderly in Idaho or a special Hispanic information and referral center in Arizona. While these might seem to be unrelated they are actually manifestations of the service continuum that is adult services.

No national census of adult services had been conducted since the benchmark study by Helen Lyman, Adult Education Activities in Public Libraries,[1] which was published by the American Library Association in 1954. The ASE Project was intended to update work done by Lyman through presentation of data about the scope of services and compilation of bibliographic essays for key services.

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[1] Helen Lyman Smith, Adult Education Activities in Public Libraries (Chicago: American Library Association, 1954).

The ASE Project: Winner of
The 1983 ALA Goal Award

At the 1983 Midwinter Meeting of the American Library Association the Services to Adults Committee, chaired by Neysa Eberhard, approved the Goal Award Proposal, "Adult Services in the Eighties," (The ASE Project), which had been drafted on behalf of the Committee by Kathleen Heim who agreed to serve as Principal Investigator if the Project were funded.

On April 26, 1983 Jan Feye-Stukas, Chair of the 1983 ALA Goal Awards Jury, reported that the ASE Project had been selected to receive funding. Neysa Eberhard accepted the Award on behalf of the RASD Services to Adults Committee at the 1983 Annual Conference. During the Conference Heim met with the Committee to sketch plans for the project.

The ASE Project was set up at the Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall, Research Associate, was selected as ASE Project Coordinator under the supervision of Heim, Principal Investigator.

Bibliography Development

Phase I of the ASE Project was to begin development of a comprehensive bibliography of adult services literature to provide a context for the national survey (Phase II), and trace developments since Helen Lyman's benchmark survey of 1954, Adult Education Activities in Public Libraries. Library Literature was searched under appropriate subject headings. Relevant articles and books,including dissertations and government documents were retrieved and assigned subject headings by the Principal Investigator. Items from the bibliographies of these entries were also scrutinized and added to the ASE bibliography if appropriate. Using the Turabian/Chicago Manual style manual, author, title, and subject cards were produced. Entries were typed onto disk using PFS:Write, a word processing package. For a detailed report on procedures see the Appendix by Harry D. Nuttall in this volume.

The bibliography, intended originally to be published with Adult Services: An Enduring Focus for Public Libraries[2], was too voluminous. Instead it has been published as this separate volume and submitted to the ERIC System for distribution.

This bibliography is accompanied by an index which assigns one or more descriptors to each item. Sources used for Adult Services: An Enduring Focus for Public Libraries are included.

A complete overview of the "ADULT SERVICES IN THE EIGHTIES PROJECT" which outlines Phase II and Phase III, is available in Adult Services in the Eighties: Final Report by Kathleen M. Heim, available through the ERIC System.

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[2] Kathleen M. Heim and Danny P. Wallace, Adult Services: An Enduring Focus for Public Libraries (Chicago: American Library Association, 1990).

LANDMARKS OF THE "ADULT SERVICES IN THE EIGHTIES" PROJECT

Landmarks of the ASE Project

November, 1982	Kathleen Heim writes to RASD, Services to Adults Committee and suggests the study.
January, 1983	RASD Services to Adults Committee chaired by Neysa Eberhard approves proposal for ALA Goal Award.
April, 1983	RASD Services to Adults Committee receives notice of ALA Goal Award.
June, 1983	Neysa Eberhard accepts Award on behalf of the RASD Services to Adults Committee at 1983 ALA Inaugural Banquet.
September, 1983	Heim begins ASE Project at Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall is named ASE Coordinator.
December, 1983	Letters of invitation to ASE Panel to attend Hearings at 1984 Midwinter Meeting.
January, 1984	First ASE Open hearing attended by Helen Lyman.
June, 1984	ASE Hearing at Annual Conference chaired by RASD Service to Adults Committee Chair, Thomas T. Jones.
September, 1984	David Hovde named ASE Coordinator.
December, 1984	Draft questionnaire distributed with booklet for Lyman's 1954 Survey.
January, 1985	Midwinter Meeting hearings held to discuss questionnaire draft chaired by Thomas T. Jones.
February, 1985	Hovde begins questionnaire form development.
July, 1985	Revised questionnaire discussed at Annual Conference.
August, 1985	Gary O. Rolstad named ASE Coordinator.
December, 1985	Danny P. Wallace joins ASE project as Data Analysis Consultant.
March, 1986	Pretest of questionnaire coordinated by Rolstad
May, 1986	Survey sent to over 8000 service outlets at 1,758 libraries or library systems.

June, 1986..............Status report meeting at ALA Annual Conference coordinated by Rolstad. Suzanne Sutton, Chair, Services to Adults Committee (and Allie Beth Martin Award Winner) presides. Lyman and Heim make presentations; First ASE Seminar held at LSU, "Adult Services in the Public Library."

July, 1986..............Reminder cards sent to non-respondents.

August, 1986............Connie Van Fleet named ASE Coordinator; Second ASE Seminar held at LSU, "Literature and Practice of Adult Services in Public Libraries."

November, 1986..........Data entry closes.

December, 1986.........."Adult Services as Reflective of the Changing Role of the Public Library" by Heim appears in RQ (Winter 1986).

January, 1987...........Third ASE Seminar held at LSU, "Adult Services Special User Groups: Aging, Handicapped, Ethnic Minorities, Unemployed." Seminar participants selected to write essays.

April, 1987.............Van Fleet presents Louisiana ASE findings at Louisiana Library Association.

June, 1987..............Van Fleet, Wallace, Rolstad, Heim present preliminary ASE findings at Library Research Round Table at ALA Annual Conference; Fourth ASE Seminar held at LSU, "Information Resources for Adult Services."

July, 1987.............."The Adult Services in the Eighties Project" overview by Van Fleet published in ALA yearbook 1987.

August, 1987............Janice M. Simpson named ASE Coordinator. Joyce Meadows begins word processing of texts.

June, 1988..............Donna Howell named ASE Coordinator; Joyce Meadows continues word processing of texts.

April, 1989............."The Adult Services in the Eighties Project: Findings and Implications for Services to Older Adults" by Van Fleet appears in Public Libraries (March/April 1989).

December, 1989..........Final manuscript of monograph, Adult Services: An Enduring Focus for Public Libraries, submitted to ALA Publishing.

Publications
# of the
Adult Services in the Eighties Project

Publications of the Adult Services in the Eighties Project

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Kathleen M. Heim, Adult Services in the Eighties: Final Report. ERIC Document Reproduction Service, 1990.

Kathleen M. Heim and Harry D. Nuttall, Adult Services: An Index and Bibliography of the Literature. ERIC Document Reproduction Service. (this volume)

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Editor's Note:

Helen Lyman's rich and important writing on adult services were published under variant names. This bibliography only provides a partial list. However, users should check under "Helen H. Lyman," "Helen Huguenor Lyman" and "Helen Lyman Smith." The companion volume to this bibliography, Adult Services: An Enduring Focus for Public Libraries, edited by Kathleen M. Heim and Danny P. Wallace, Chicago: ALA, 1990, is dedicated to Helen Lyman.

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Editor's Note: Margaret E. Monroe has been recognized by the Reference and Adult Services Division (RASD) of the American Library Association as the benchmark theorist on Adult Services. Each year RASD bestows the "Margaret E. Monroe Award" to a librarian for excellence in Adult Services. Monroe's contributions were honored in the Festschrift, The Service Imperative for Libraries: Essays in Honor of Margaret E. Monroe edited by Gail Schlachter. Littleton, CO: Libraries Unlimited, 1982.

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The index is organized alphabetically by author and short title followed by the date of publication. When the American Library Association is corporate author works are listed under "ALA" to save space.

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Appendix
ASE Bibliographic Procedures

by

Harry D. Nuttall

ASE PROCEDURES

ASE Procedures: Bibliography and Review Literature

by Harry D. Nuttall

I. Making bibliography cards from "ASE Gets"

1. Get an "ASE Gets" source (e.g., a Library Literature binder, publisher's flyer, ALA Press release) and for the titles checked off by KMH make a bibliography card on a 4 x 6 ruled index card. Use Turabian/Chicago Manual style (These cards will be used to make the final bibliography for ASE). Before making the card, check the ASE Bibliography file boxes to be sure a card has not already been made and the title retrieved. If some of the bibliographic data are missing leave a space on the card and fill it in from the primary source.
2. Mark through the checkmark on the "ASE Gets"--thereby making the checkmark into an X--source to indicate that a card has been made for that entry.
3. Put the card into the appropriate section under "ASE Gets" in the clear plastic boxes.
4. NOTE: A retrospective search through the binders should be conducted to catch missed checkmarks; when located, procedures 1-3 above should be followed. Some additional photocopying of pages from later volumes of LL may be necessary. A list of desired LL headings has been made and expanded when necessary. This will eventually be the index. The word "Cites" on a copied article means there are items to be retrieved (look for checks). ALA press releases, etc., go into the "ASE Bibliographies" folders in the ASE generic files; rubrics on these folders are self-explanatory.

II. Retrieving items for which cards have been made

ARTICLES

1. Take cards from the appropriate section in the clear plastic boxes and place them in order alphabetically by journal title, and within titles in chronological order.
2. Take the 4x6 cards, the 3x5 cards containing shelf numbers, the booktruck, and a supply of partially-completed buff cards (for SLIS Library articles) of KMH's I.D. card and the "permission to circulate letter" (for Middleton articles) and go to the library.
3. Fill the booktruck with journals. Put the 4x6 cards for each journal volume into that volume. Complete the buff cards, using one buff card per journal title, putting all journal volumes on the one card.
4. Check out the journals and put the booktruck in the copying room.
5. Cards for items which continuously cannot be found or which the library does not own should be placed in "ASE Ghosts" (plastic box) for future attention.

ARTICLES IN MONOGRAPHS/MONOGRAPHS/SERIES TITLES

1. Arrange the cards in alphabetical order by author/editor last name (or, failing that, title) and go to the library to get the call numbers from the card catalog. NOTE: Cards for articles in monographs will have to be grouped under the specific monograph.
2. Take the 4x6 cards (call #s should be put in the lower right-hand corner), the necessary "check-out" materials, and the booktruck and go to the library to retrieve the items.
3. Monographs and serials go onto the ASE bookshelves in the Research Annex in call # order, and their 4x6 cards go into "File - ASE Bibliography" (plastic box) for filing.

4. Items for articles in monographs go into the copying room for copying.
5. Items that cannot be found in one library should be searched in the other. Cards continuously left over go into "ASE Ghosts."

DISSERTATIONS/THESES

1. For dissertations, check to see if the SLIS Library owns the item. If not Ms. Dawson can purchase it in hard-bound copy. File the 4x6 card in "Dissertations - Purchase" until the time comes in; then shelve the item and put the card in "File - ASE Bibliography."
2. Theses must be obtained through interlibrary loan. Check to be sure we do not already have the item (brown folders on ASE bookshelves). If we don't make a 4x6 bibliography card for the item and file it in "ILL - Make Request" (plastic box). When a number of cards have been made, make the ILL requests. Fill out one heavy stock ILL request card per item and list requested titles on the white sheet (with yellow carbon). Give the request forms to Ms. Dawson; file the 4x6 bibliography cards in "ILL - Request Made" until the item arrives, at which point make a copy of the item immediately, put it in a brown folder, shelve it with the other theses, and put the card in "File - ASE Bibliography." Return the original to the ILL Office in Middleton.

GOVERNMENT DOCUMENTS

1. Treat government documents as if they were monographs or series titles (Most of them will be series titles anyway).

ERIC DOCUMENTS

1. Some will be in hard copy, but most will be in fiche. Fiche can be copied using the copier in the Law Library. Once an item has been retrieved and the copy made, put the 4x6 card in "File - ASE Bibliography."

III. Copying items (e.g., articles in journals or monographs, theses)

1. Using the 4x6 bibliography cards as a guide, copy the indicated items from the journals (or whatever) on the booktruck. Make sure all pages are copied (look for continuations). On the first page of each copied article (or whatever), running down the right side from the upper corner put the last name(s) and initials of the author(s) so that they can be read easily as the item lies on its side in the ASE file cabinets.
2. On the first page of each copied item put the necessary bibliographic information (e.g., for journals put the journal title followed by the volume number and - in parentheses - the date (either month/year, month/day/year, or, in rare instances, year only). Some of this information may already be on the original. For theses, only put the author's name and initials.
3. Using the primary source fill in any information gaps to complete the 4x6 cards for the ASE Bibliography.
4. While copying, keep a count of copies made. Put the totals on the "ASE Expenses: Month/Year" sheet for reimbursement from ALA/RASD.
5. When everything on the booktruck has been copied return the sources to the library. File the 4x6 cards in "File - ASE Bibliography." Put the articles in a manila folder; when the

number of articles in a folder reaches twenty-five, take the folder to KMH so she can assign subject headings to the articles (Theses also go to KMH at this time for subject headings).

IV. Subject headings and subject heading cards

1. When KMH returns a folder of assigned subject headings, subject heading cards will need to be made for those articles. There is a master list of ASE Subject Headings and corresponding dividers in the ASE Subject Headings file boxes. Both the master list and the dividers will need to be updated at intervals.
2. Take a blank ruled 4x6 card and on the left of the top line write the subject heading for the article. Skip a line, and also on the left side write the author(s) last name(s) followed by a comma and the date (year) of the article. If there is no name, then within quotation marks put a keyword short-title followed by a comma and the year. (Use a short-title in quotation marks on the article itself in place of authors' names.)
3. If an article has more than one subject heading (many will), make a 4x6 card as above for each heading. In the lower right-hand corner of each card for that article list subject headings, except the one written in the upper left-hand corner, for cross-referencing purposes.
4. Once all the subject heading cards have been made for the articles in a manila folder, put the 4x6 cards in "File - ASE Subject Headings" and put the articles into a staging area for filing into the ASE file cabinets.

V. Filing

1. Ultimately, each 4x6 card will wind up in the ASE Bibliography or ASE Subject Headings file boxes; articles will wind up in the ASE file cabinets; other items will go on the ASE bookshelves.
2. ASE Bibliography: File alphabetically by author/editor entry, then title, then date. (Gretchen Knief Schenk's column in Wilson Library Bulletin is a particular problem in this regard; all three filing orders will have to be used with her.)
3. ASE Subject Headings: Within each heading file by author/editor entry, then title, then date.
4. ASE Articles: Using the dividers in the ASE filing cabinets file by author/editor, then title, then date. Duplicate copies of articles can be put in the "ASE Duplicates" section in the back in any order.
5. Theses: File on the ASE bookshelves by author/editor, then title, then date.
6. Monographs, government documents, etc.: File on the ASE bookshelves by call number (Gov't documents go on a separate shelf). If there is no call number, then file by author/editor, etc.
7. ASE generic files: These are catch-all files, and the items already in them should be sufficient models for any additions to the files. 4x6 cards do not have to be made for the generic files.

VI. Other important information

1. Filing order: Because of the extremely large quantity of items being dealt with, it is inevitable that some will be filed in the ASE filing boxes or filing drawers in the wrong order. At some point before compilation of the final bibliography these boxes

and drawers will have to be gone through and every item put into its correct filing sequence. The correct filing order is alphabetically by main entry, then alphabetically by title, then chronologically by date. Consult with KMH on this one.

2. Author name forms on ASE Bibliography cards: Author name forms on the 4x6 ASE Bibliography cards must correspond exactly to their forms on the primary sources (e.g., article). At one point an attempt was made to establish a name authority file in which each author's name was changed to one "official" form on the 4x6 cards. This will have to be corrected on all the old 4x6 cards and the practice discontinued on the newer ones. The author name forms on the cards should match the form on the source. Use the orange felt tip pen to correct the names on the old cards, the orange color signifying a sort of final definitive correction.
3. It is a good idea to check the filing order of the ASE Bibliography cards and ASE articles at the same time (ASE Subject Heading cards can be done separately). This creates an effective way to compare author name forms and check the 4x6 cards for completeness and accuracy of information. Check/compare the items alphabetically letter-by-letter. Any cards left in the "ASE - Check Cites" file (plastic box) can be done at this time.